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GRAIN PRODUCTS BRANCH MEMORANDUM NO. 4

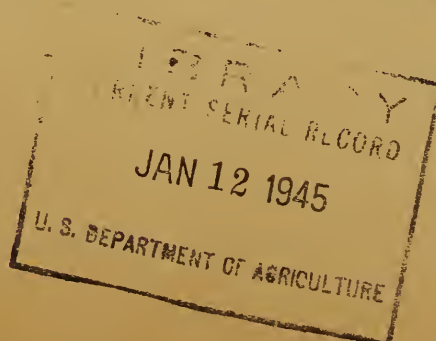
Subject: Field Personnel Classification


We have arranged with the Classification Section of the Personnel Division to conduct a survey of all positions in our field organization except Agents and Federal-State Seed Laboratory positions. The purpose of this survey is to classify each job and give proper grade allocation in line with the responsibilities and duties performed.

In the near future, probably about December 1, each employee will receive from the Regional Personnel Division a questionnaire which is to be completed by the employee, giving in detail the duties performed. In some few cases, personal investigation of the position may be made by investigators of the Personnel Division. It is important to the employee as well as the Branch that all questions be accurately and fully answered.

Officers in Charge of field offices shall bring this memorandum to the attention of each employee in his office, and when the questionnaires are distributed, shall see to it that they are promptly completed and returned.

This Branch has been endeavoring for some time to have such a survey made for the benefit of field personnel. Now that the task, which is a big one, is about to be undertaken, we must give every assistance possible to Regional Personnel officers, in order that it may be concluded at the earliest possible date.




E. J. Murphy, Chief
Grain Products Branch

